



## MEMORANDUM

**TO:** Superintendents and Nonpublic Schools

**FROM:** Dr. Michele Walker, Director  
Office of Student Assessment

**DATE:** August 6, 2010

**SUBJECT:** Updating Test Coordinators (ISTEP+, End-of-Course Assessments, LAS Links)

Each year we ask that you designate one person to serve as your Corporation Test Coordinator (CTC) for ISTEP+ and End-of-Course Assessments. We also ask you to designate a CTC for LAS Links (the English language proficiency assessment). The same staff member may serve both roles, if necessary. *Your efforts to provide this information **by August 27, 2010** are much appreciated.*

Corporation Test Coordinator information must be submitted online—even if there is no change from last year—by following the steps below:

1. Go to our site <http://www.doe.in.gov/istep>. Go to the red box marked “Secure Resources”.
2. Click on **Update Test Coordinator Information**.
3. Enter your corporation number as the user name and leave the password blank. Nonpublic Schools use your school number (example A000) and leave the password blank. Click **OK**.
4. Make any additions or corrections needed.
5. Click **Submit**.
6. Repeat Steps 1-5 for the **Update LAS Links Test Coordinator**.

We have had excellent results using email to communicate assessment information “instantly” to corporations. Please make every effort to provide us with an up-to-date email address for your Corporation Test Coordinator(s).

The responsibilities of Corporation Test Coordinators are listed below in order to assist you in making this important designation. **If needed, you may use a separate address for the delivery of large shipments.** In all cases, we must have a street address (not a P.O. Box).

Responsibilities of Corporation Test Coordinator(s):

1. Serves as corporation contact for all assessment-related communications;
2. Attends all ISTEP+, ECA, and LAS Links workshop sessions;

3. Works with principals to designate school test coordinators;
4. Organizes and conducts corporation workshop sessions;
5. Directs distribution and collection of materials throughout the corporation;
6. Maintains test security;
7. Ensures return of test documents and related materials to the scoring service in a timely manner, according to directions provided.

If you have any questions, please give us a call at 317-232-9050..